

PART 4

ADMINISTRATIVE MATTERS

TABLE OF CONTENTS

SUBPART 4.5 - ELECTRONIC COMMERCE IN CONTRACT *ING*

4.506 Exemptions.

SUBPART 4.6 - CONTRACT REPORTING

4.603 Solicitation provisions.

4.670 Defense Contract Action Data System (DCADS).

4.670-3 Contracting office responsibilities.

4.670-6 Types of DD Forms 350, Individual Contracting Action Report.

SUBPART 4.70 - UNIFORM PROCUREMENT INSTRUMENT IDENTIFICATION NUMBERS

4.7003 Basic PII number.

SUBPART 4.71 - UNIFORM CONTRACT LINE ITEM NUMBERING SYSTEM

4.7103-1 Criteria for establishing.

SUBPART 4.5 - ELECTRONIC COMMERCE IN CONTRACT *ING*

4.506 Exemptions.

(a)(1) For those activities for which the Executive Director, Procurement **Management** is the HCA (see 2.101), authority to grant exemptions from the requirements of the Federal Acquisition Computer Network (FACNET) for classes of procurements is delegated to the activity Commanders and to the Administrators, **Defense Automated Printing and Support Center (DAPSC)**, and Defense National Stockpile Center (DNSC), with authority to redelegate no lower than the Chief of the Contracting Office.

SUBPART 4.6 - CONTRACT REPORTING

4.603 Solicitation provision.

(a) Contractor **Identification Number**. The contracting **activity will be required to provide the contractor's nine position DUNS number**.

4.670 Defense Contract Action Data System (DCADS)

4.670-3 Contracting office responsibilities.

(a) For DD Form 350, Individual Contracting Action Report, contracting offices--

(2)(iv) For DLA, the input of records shall be accomplished within 3 workdays of the action date. Error corrections will be made within 3 workdays from the date the record appears on the error file. Closeout for the reporting period will be the **tenth** workday following the last day of the month, except September may be extended for not more than 10 days.

(2)(v) For all actions involving the current report year and the year prior to that, the reporting activity shall prepare the appropriate input and/or correcting documents for processing into the DLA Contract Action Reporting System (DCARS). The reporting activity is responsible for submission of all reportable contracting actions. Contact MMPOA for instructions for entering records not reported before the fiscal year closeout date.

(3)(i) MMPOA will process corrections or cancellations only for those records that predate the most recent full reporting fiscal year. However, corrections will not be made to records more than 5 fiscal years old. The reporting activity shall prepare the document using the current fiscal year form and forward to HQ DLA for processing. The reporting activity shall include a memorandum which explains why the original action required correction or cancellation.

(5)(i) DLA contracting offices with DCARS capability may use an electronic equivalent to comply with the DFARS requirement for contract file record.

(b) For DD Form 1057, Monthly Contracting Summary of Actions \$25,000 or Less, contracting offices--

(2)(i) Closeout for the reporting period will be the **tenth** workday following the last day of the month, except September may be extended for not more than 10 days.

(3)(i) For DLA, any prior month DD Form 1057 report that requires correction or adjustment will be submitted using a Correct Code 2 Report. Current month DD Form 1057 reports that require correction or adjustment will be corrected before month-end closeout.

#### 4.670-6 Types of DD Forms 350.

(b)(4)(i) A DD Form 350 template record shall be entered into the DLA Contract Action Reporting System (DCARS) for all other indefinite delivery contracts (IDCs) or agreements awarded by DLA contracting offices. These records shall indicate the total estimated dollar value as a subelement to Item B8. These actions are not reported to DoD but support DLA management.

(c)(3) Local procedures which combine two or more actions into a single award or modification may require multiple reports. Any reportable portion with a dollar value of \$25,000 or less shall be reported on the DD Form 1057. These procedures will permit accurate reporting of set -asides and other actions which would either not be reported or reported with an incorrect dollar value if reported as a single action. Examples include but are not limited to the following:

(i) One part of the action was unrestricted while the other part involved one or more socioeconomic programs such as set -asides; or

(ii) A part of the action was under multiyear contract procedures (see FAR 17.1) and the remainder was not.

(c)(4) If multiple reports are required, the unrestricted or multiyear portion should be reported as the initial or definitive contract and the other portion as a modification. The second portion is a modification of the contract for reporting purposes, but may be assigned a modification number of P00000 to indicate this was reported as a modification for reporting purposes. Alternatively, an alpha character may be used in the last four positions of the modification number block to indicate a modification for the purpose of contract reporting, e.g., P0000A, P0000B, etc.

SUBPART 4.70 - UNIFORM PROCUREMENT INSTRUMENT IDENTIFICATION NUMBERS

4.7003 Basic PII number.

(90) The letter Y in the ninth position of the basic procurement instrument identification number is reserved to identify imprest fund orders posted to the Standard Automated Materiel Management System (SAMMS) or other DLA automated system.

SUBPART 4.71 - UNIFORM CONTRACT LINE ITEM NUMBERING SYSTEM

4.7103-1 Criteria for establishing.

(d)(90) The cost of a deliverable, a non-deliverable, or a financial adjustment for which the contractor is entitled to payment, but did not appear on the purchase request, or was not known prior to receipt of the bids/offers, may be identified as an additive contract line item number (CLIN) in accordance with DFARS 204.7103-1(d) and DLAM 4715.1, Manual of Operating Procedures for the Contracting Subsystem, Appendix E. Additive CLINs create a system record for such charges at activities using the SAMMS.